

# CHEMICAL-TERRORISM VULNERABILITY INFORMATION

## Requirements for Use

### N o n d i s c l o s u r e

**WARNING: This record contains Chemical-terrorism Vulnerability Information controlled by 6 CFR 27.400. Do not disclose to persons without a “need to know” in accordance with 6 CFR § 27.400(e). Unauthorized release may result in civil penalties or other action. In any administrative or judicial proceeding, this information shall be treated as classified information in accordance with 6 CFR 27.400(h) and (i).**

**By reviewing this cover sheet and accepting the attached CVI you are agreeing to abide by the guidance contained herein. Your acceptance provides immediate access only to the attached CVI.**

#### A c c e s s

In addition to agreeing to not further disclose this information, individuals seeking access to CVI must meet the following requirements:

- Government officials and contractors must be covered by a Memorandum of Agreement signed with the Chemical Security Compliance Division
- All individuals must complete CVI Authorized User Training
- All individuals must demonstrate a valid need-to-know for specific CVI. For state and local officials this determination will be made by the state CVI Security Officer

#### H a n d l i n g

**Storage:** When not in your possession, store in a secure environment such as in a locked desk drawer or locked container. **Do not leave this document unattended.**

**Transmission:** You may transmit CVI by the following means to an eligible individual who meets the access requirements listed above. In all cases, the recipient must accept the terms for Non-Disclosure Agreement before being given access to CVI

**Hand Delivery:** Authorized individuals may hand carry material as long as access to the material is controlled while in transit.

**Email:** Encryption should be used. If encryption is not available, send CVI as an encrypted attachment or password protected attachment and provide the password under separate cover. Whenever the recipient forwards or disseminates CVI via email, place that information in an attachment. **Do not send CVI to personal, non-employment related email accounts.**

**Mail:** USPS First Class mail or commercial equivalent. Place in an opaque envelope or container, sufficiently sealed to prevent inadvertent opening and to show evidence of tampering, and then placed in a second envelope that has no marking on it to identify the contents as CVI. Envelope or container must bear the complete name and address of the sender and addressee. The envelope must bear the following statement below the return address: **“POSTMASTER: DO NOT FORWARD. RETURN TO SENDER.”**

**Fax:** You are encouraged, but not required, to use a secure fax. When sending via non-secure fax, coordinate with the recipient to ensure that the faxed materials will not be left unattended or subjected to unauthorized disclosure on the receiving end.

**Telephone:** You are encouraged, but not required, to use a Secure Telephone Unit/Equipment. Use cellular or cordless phones to discuss CVI only in exigent circumstances. Do not engage in a conversation in a public place or in environments that will allow anyone that does not have a need to know to overhear the conversation.

**Reproduction:** Ensure that a copy of this sheet is the first and last page of all reproductions containing CVI. Clear copy machine malfunctions and ensure all paper paths are checked for CVI. Destroy all unusable pages immediately.

**Destruction:** Destroy (i.e., shred or burn) this document when no longer needed. For laptops or CPUs, delete file and empty recycle bin.

#### S a n i t i z e d P r o d u c t s

You may use CVI to create a product that is released to the public such as an advisory, alert or warning. In this case, the product must not reveal any information that:

- Is proprietary, business sensitive, or trade secret;
- Relates specifically to, or identifies the submitting person or entity (explicitly or implicitly); and
- Is otherwise not appropriately found in the public domain.

#### D e r i v a t i v e P r o d u c t s

Mark any newly created document containing CVI with “CHEMICAL-TERRORISM VULNERABILITY INFORMATION” on the top of each page that contains CVI and the distribution limitation statement on the bottom. Place a copy of this page over all newly created documents containing CVI. The CVI Tracking Number(s) of the source document(s) must be included on the derivatively created document in the form of an endnote.

Tracking Number:

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